



UC San Diego

Policy & Procedure Manual

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PERSONNEL - ACADEMIC

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ENDOWED CHAIRS AND PROFESSORSHIPS

PPM 230-191 POLICY

PPM 230-191.A Scope and Policy

1. This policy guides the establishment and administration of all endowed chairs and professorships, including distinguished professorships, established by gift to The Regents or to the UC San Diego Foundation. For convenience, all will collectively be referred to as “endowed chairs.” Endowed chairs are awarded to honor extraordinary academic achievement and to recruit and retain the most distinguished scholars.
2. An endowed chair is a perquisite that is supported by income from an endowment fund established by a gift or gifts from private sources and is made available to a distinguished faculty member in support of their teaching, research, and service activities. An endowed chair may be assigned to a department, division, or school.

PPM 230-191.B Establishment of an Endowed Chair

PPM 230-191.B.1 Funding of the Endowed Chair

- a. All contacts and discussions with prospective donors shall be coordinated with UC San Diego Advancement.
- b. The minimum amount of a gift or gifts required to establish an endowed chair shall not be less than \$1,000,000 (amounts in certain academic areas are higher, see [PPM 410-30](#)).
- c. A pledge to establish an endowed chair shall be in such form as to constitute a legally binding commitment by the donor. Pledges to the UC San Diego Foundation shall be supported by a binding agreement by the Foundation to transfer endowment income annually to The Regents to fund the chair in accordance with Administrative Guidelines for Campus Foundations.
- d. Establishment of an endowed chair shall be conditional upon full funding by a specified closing date. The gift agreement shall include a proposed payment schedule specified at the time of Chancellor approval, unless there is a legally binding, irrevocable commitment to complete the funding by bequest or similar deferred gift for which there can be no predetermined termination date. A request to approve an endowed chair shall not be made prior to receipt of at least one-fourth of the total sum required to fund the chair endowment.

- e. A proposal to fund all or any portion of a chair endowment through a deferred gift or future bequest will be based on established UC San Diego Advancement policies and protocols, which may include review by the Campus Chief Financial Officer and Campus General Counsel. Before a commitment is made to a prospective donor to establish and name an endowed chair, the deferred gift or bequest must have an estimated remainder equal to or in excess of the minimum dollar amount required to fund the chair.
- f. Whenever full funding of the endowment will be dependent upon receipt of future pledge payments or upon realization of a deferred gift or bequest, the donor should be encouraged to include in the governing gift instrument (a) a provision permitting alternative University uses of income during the period in which the fund is accumulating (b) a provision permitting reallocation to alternative University uses if the minimum funding level is not achieved, and (c) a provision for annual funding in lieu of payout.
- g. The gift instrument shall permit appropriate alternative distribution of the income if the subject area of the endowed chair ceases to be consistent with the University's mission or the academic plan of the campus. Such alternative distribution shall be as closely related to the donor's original intent as feasible.

PPM 230-191.B.2 Chair Definitions

The two¹ types of endowed chairs at UC San Diego are:

- a. **Term Endowed Chair.** A chair with a set term (e.g., five years) may be used to honor a distinguished UCSD faculty member or to attract a distinguished scholar and teacher to the UCSD faculty. Appointment to a term endowed chair is for the term of years specified for the chair. Term chairholders may be eligible for additional terms. In general, a reappointment to a term endowed chair will be considered a new appointment.

Academic appointees eligible for a Term Endowed Chair are:

- All Senate Faculty
 - HS Clinical Faculty
 - Adjunct Faculty² (excluding Professor of Practice)
- b. **Administrative Chair.** An administrative chair is intended to enhance the attractiveness and academic prestige of an administrative position for a distinguished scholar and teacher. Appointment to such an endowed chair is limited to a senior faculty member who is or will be a dean, department chair, director, or holder of an equivalent administrative position and is for the period of the appointee's tenure in the associated administrative position.

PPM 230-191.C Chair Proposal Criteria

1. The Chancellor retains authority for establishing and naming endowed chairs and professorships contingent upon funding of the endowment for the chair.

¹ As of 2015, no new permanent Endowed Chairs were authorized. Faculty appointed to a permanent Endowed Chair prior to 2015 will retain the Chair until vacated. A permanent Endowed Chair is declared vacant at the time of retirement, termination, or death of the chair-holder. Vacated permanent Endowed Chairs will return to Academic Affairs.

² Adjunct faculty eligible to receive a Term Endowed Chair appointment must be full time, salaried appointees. Professor of Practice is a UCSD working title for Adjunct faculty and are not eligible to receive a Term or Administrative Endowed Chair appointment.

2. No final commitment to establish and name a chair shall be made to a prospective donor prior to Chancellor approval.
3. A chair may be named in honor of the donor or an honoree proposed by the donor, subject to approval by the Chancellor.
4. Deans and department chairs should work together with the donor, the appropriate vice chancellor and the Office of External Relations to ensure that the proposed endowed chair meets the criteria listed below for subject, breadth, and flexibility. The chair definition should be broad enough to allow new research directions and to ensure as broad a candidate pool as possible. Completed proposals are reviewed for campus approval as detailed below in section PPM 230-191.C.1

A proposal to establish an endowed chair should address the following:

- a. Is the proposed endowed chair consistent with the mission of the University and the academic plan of the campus?
- b. Does the proposed endowed chair call for the University to make a commitment to an area that is consistent with the academic plan? For example, if it requires that a department hire the chairholder in a particular area, is this consistent with priorities the department has previously identified?
- c. Does the proposal require the campus to commit an FTE in an area consistent with the needs of the campus?

If an FTE commitment is required, the appointee's series should be clarified, e.g. only Ladder Rank Senate Faculty will be eligible to hold such an Endowed Chair

- d. Does the proposal for the endowed chair make demands that are inappropriate (e.g., too narrow a research focus)?

PPM 230-191.C.1 Proposal for Creation of an Endowed Chair

A proposal for the creation of a new endowed chair shall be reviewed and endorsed by the following, in the order specified:

- a. Department Chair (if applicable)
- b. Dean
- c. Appropriate Vice chancellor
- d. University Educational Policy Committee (EPC)
- e. Chancellor

See detailed procedures at: Endowed Chairs on [Blink](#).

PPM 230-191.C.2 Appointment and Reappointment to a Term Endowed Chair

a. Approval³ of the establishment of the endowed chair is required prior to an appointment being made.

- Candidates nominated to fill endowed chairs must hold a full-time faculty appointment.
- The Chancellor has the authority to grant exceptions to the appointment of endowed chairs.

b. Candidates

- **Department-based Endowed Chairs**

If the endowed chair is assigned to a department, the department chair will engage in a consultative process to identify candidate(s) for the endowed chair.

The department chair shall then choose a committee consisting of five members (three from the department and two from outside of the department) to review the qualifications of the candidate(s). The selected candidate's scholarly record must be highly distinguished and meritorious and in harmony with the stated terms, goals and purpose of the endowed chair.

- **Non-Department-based Endowed Chair**

If the endowed chair is not assigned to a specific department, the dean will engage in a consultative process to identify candidate(s) for the endowed chair. The dean shall then choose a committee consisting of five members (representing the school) to review the qualifications of the candidate(s). The selected candidate's scholarly record must be highly distinguished and meritorious and in harmony with the stated terms, goals, and purpose of the endowed chair.

If the candidate is not currently a UCSD appointee, appointment to the endowed chair shall be made in accordance with established University and campus procedures for faculty appointments (see PPM [230-20](#)). After a thorough search for a candidate, an academic appointment file will be submitted for academic and administrative review. The file will address the appointment to the endowed chair as well as the candidate's qualifications for academic appointment. Campus reviewers will comment separately on the academic appointment and on the suitability of the candidate to occupy the endowed chair.

c. Term Endowed Chair Appointment Review and Endorsement

An endowed chair appointment nomination proposal shall be reviewed and endorsed by the following in the order specified:

- Review committee
- Department Chair (if applicable)
- Dean

³ Regents' Standing Order 100.4 (dd) issued July 11, 2019 delegated general authority to the Chancellor to establish, name and disestablish Endowed Chairs. Chairs established prior to this delegation received approval from the President. Chairs established after July 11, 2019 are approved by the Chancellor.

- Senate Committee on Academic Personnel (CAP)
- Appropriate Vice Chancellor
- Chancellor

See detailed procedure at: Endowed Chairs on [Blink](#).

d. Reappointment to a Term Endowed Chair

In general, reappointments to an endowed chair must be reviewed by a departmental review committee. However, a dean may request an exception to this requirement if the chair holder's record of accomplishment in all academic series performance criteria continues to be highly distinguished, meritorious, and in harmony with the stated terms, goals, and purpose of the endowed chair, and if the reappointment is in the best interest of the department, division or school

Term Endowed Chair reappointments follow the same review and endorsement as Term Endowed Chair appointments, see previous section PPM 230-191.C.2.c.

PPM 230-191.C.3 Appointment to an Administrative Chair

- a. Approval³ of the establishment of the endowed chair is required prior to an appointment being made.
- A candidate nominated to fill an endowed chair must hold a full-time faculty appointment.
 - Once the candidate has been approved to hold the administrative appointment with which an endowed chair is associated, the appropriate vice chancellor will designate the candidate for the administrative position as the nominee for the endowed chair and will forward the nomination to the Chancellor via the Academic Personnel Office for appointment.

PPM 230-191.D Use of Endowed Chair Income

1. Endowment income made available to holders of endowed chairs shall be used to support the teaching, research, and service activities of the chairholder, in accordance with the gift terms and University regulations, and according to a budget recommended annually by the chairholder to the department chair and approved by the appropriate vice chancellor, except as noted in Section D.2 below. In consultation with the appropriate academic Vice Chancellor, a portion of the endowment income from the chair may be designated for use in the academic endeavors of the department, school, or college for a prescribed period. The use of endowment payout to support the base salary of the chairholder must be made in accordance with University policy and campus procedures.
2. Endowment income made available to the holder of an administrative chair may be used to support the teaching, research, and service activities of the department, research unit, or school. The administrative chairholder shall determine such use of income, according to a budget approved annually by the appropriate dean (unless the chairholder is a dean) or the Executive Vice Chancellor– Academic Affairs.
3. The terms of the endowment shall be reviewed from time to time to ensure that the University is continuing to fulfill its legal obligations to use endowed chair income in a manner consistent with the donor's expressed intent.

4. If an established, fully funded chair has remained vacant for a period of three consecutive years or more, or if the chair's accumulated income exceeds five years of payout, the campus shall review the fund's terms and administrative history to ascertain the reason for the accumulation and take appropriate corrective action consistent with the terms of the gift instrument or consistent with the terms of the administrative allocation.
5. The Chancellor or applicable Chancellor's designee shall review the terms of the fund at least every five years and take the necessary actions to ensure that the University is fulfilling its legal obligation to utilize chair payouts fully in a manner consistent with the gift instrument. As a guide, accumulated income should not be allowed to exceed five times the chair's current annual income.

PPM 230-191.E Addition of Income to Principal

1. All donors should be encouraged to include in the governing gift agreement provisions permitting:
 - a. the addition of payout to principal;

the alternative University uses of payout during the period prior to full funding of the endowment or when the chair remains vacant for a period of three consecutive years, or in the event accumulated unexpended income exceeds five times the chair's current annual income; and
 - b. the reallocation to alternative University uses if the minimum funding level is not ultimately realized or if the subject area ceases to be consistent with the University's mission and the academic plan of the campus.
2. When written approval from the donor has been obtained, the Chancellor or the Chancellor's designee is authorized to approve the addition of unexpended income to the endowed chair fund principal.

PPM 230-191.F Disestablishment of an Endowed Chair

1. Subject to the donor's approval, the Chancellor, upon recommendation by the Executive Vice Chancellor-Academic Affairs and following consultation with General Counsel, is authorized to disestablish an endowed chair in the event that:
 - a. Receipt of a donor request for disestablishment
 - b. The subject area ceases to be consistent with the University's mission or the academic plan of the campus; or
 - c. The endowed chair remains vacant for a period of three consecutive years and the Chancellor, after consultation with the appropriate vice chancellor, appropriate dean, and the department chair, determines there is no likelihood of filling the chair.
2. Upon disestablishment of an endowed chair, endowment income shall be reallocated to the alternative purpose stated in the gift instrument or as subsequently specified by the donor in consultation with the Chancellor and the General Counsel. If a donor is deceased and has not specified an alternative purpose, the campus shall request the assistance of General Counsel in obtaining court approval for an alternative use of endowment income in a related field.

PPM 230-191.G Reporting

1. The chairholder will be informed annually by the UC San Diego Foundation and UC San Diego Advancement of the projected income available for the chairholder's use for the following year.
2. Each chairholder shall submit a brief annual narrative of the past year's activities, a report on the use of the endowment funds that supported them, and a budget request for the upcoming year to the department chair for transmittal to the appropriate vice chancellor for approval. The narratives are to be retained by the chairholder, department chair, and appropriate vice chancellor for use in preparing annual reports on endowed chairs to donors or others.

REVISION HISTORY

| | |
|-------------------|--|
| February 12, 1982 | This policy was originally issued. |
| July 16, 1984 | This policy was revised and reissued. |
| November 1, 2003 | This policy was made effective. |
| April 23, 2018 | Minor technical edits to update names and policy hyperlinks. |
| April 2, 2020 | Technical edits to remove gendered language. |
| TBD | Current revisions |



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PERSONNEL - ACADEMIC

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Appendix I: January 1, 2015 UC San Diego Guidelines for Endowed Chair

These guidelines apply to all endowed chairs and chair appointments established after January 1, 2015. Departments are responsible for ensuring appropriate practices related to these commitments and should expect to report annually to their Dean and the Office of Donor and Fund Stewardship on activities related to these chairs.

Endowed Chairs

A. Gift Minimums

| | |
|-----------------|-------------|
| General Campus | \$1,000,000 |
| Health Sciences | \$2,000,000 |
| Marin Sciences | \$2,000,000 |

B. Term

Per policy (APM 230-8), a chair holder may be appointed for the duration⁴ of their term as a member of the UC San Diego faculty or for a specified term. Renewal is subject to a review process. Effective January 1, 2015, all appointments will be made for a specified term of up to five (5) years, unless the university- donor gift agreement dictates otherwise.

C. Annual Payout (N)

Assuming 4.75% payout (60-month average, less .55 in admin) is approximately \$40K/\$80K initially:

- **Chair Holder Allowance \$25,000**

Scholarly allowance at discretion of chair holder [e.g., GCCP or Y component, grad or post-doc support, research support, scholarly travel]

- **Balance of Payout (N - \$25,000)**

Remainder of payout after deduction of the Chair Holder Allowance. As determined by the appropriate academic Vice Chancellor, this is used for some combination of academic year salary support for the chair holder and support for graduate students in the research area of the chair holder.

⁴ As of 2015, no new permanent Endowed Chairs were authorized. Faculty appointed to a permanent Endowed Chair prior to 2015 will retain the Chair until vacated. A permanent Endowed Chair is declared vacant at the time of retirement, termination, or death of the chair-holder. Vacated permanent Endowed Chairs will return to Academic Affairs.

Administrative Chairs

A. Gift Minimums

| | |
|------------------|-------------|
| Dean/Chairs | \$3,000,000 |
| Vice Chancellors | \$5,000,000 |

B. Annual Payout (N):

- **Chair Holder Allowance** **\$25,000**
At the discretion of the chair holder
- **Remainder of Payout** **(N - \$25,000)**

Available towards the salary of chairholder. Salary savings revert to the appropriate academic Vice Chancellor.

Managing Endowed Chair Payout

Appointments prior to January 1, 2015, have a grandfather provision for existing chair holders

- Endowed chairs will transition to the new January 1, 2015 payout rules when the chair holder changes, if consonant with the agreement.
- Existing chair holders may transition to the new rules voluntarily at the time a five-year review/reappointment.

Commitments to retiring or separating chair holders regarding access to fund balances for a transitional period require prior approval by the Executive Vice Chancellor-Academic Affairs.

- A formal request that includes appropriate justification, amounts, timelines, and impact to filling the chair will be needed.

Decisions to move unspent balances back to principal require the Chancellor's approval.

- A request that includes appropriate justification will be needed.

Access to unspent balances on vacant chairs requires approval from the Executive Vice Chancellor-Academic Affairs and donors.

- A request that includes appropriate justification and the impact to filling the chair will be needed.

Per policy, payout balances are to be expended annually. Payout accumulations beyond 2 years, such as accumulation for a specific purpose, require an expenditure plan and Dean's approval.

UC San Diego Advancement may periodically request a report on endowed fund balances.



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Appendix II: 2014 Presidential Match Endowed Chair Program

The Office of the President established the Presidential Match for Endowed Chairs in 2014 as an incentive to encourage donors to establish endowed faculty chairs. It is funded through the Presidential Endowment Fund and provides campuses with a \$500,000 Presidential Match once campuses raise at least \$500,000 per chair in donor funds, with campuses having the ability to require a larger donor gift if they choose to do so.

This program required the creation of two funds:

- Minimum Donor Fund (provided by the donor) \$500,000
- Matching Regents Fund (provided by the President) \$500,000

A. Annual Payout (N):

- **Donor Fund** - As determined by the appropriate academic Vice Chancellor, this is used for some combination of academic year salary support for the chair holder and support for graduate students in the research area of the chair holder.
- **Matching Regents Fund (FFE)**, assuming 4.75% payout (60 month average, less 0.55 in admin) is approximately a 4% payout on the market value as of the end of any given year.

- **Chair Holder Allowance \$25,000**

Scholarly allowance at discretion of chair holder [e.g., GCCP or Y component, grad or post-doc support, research support, scholarly travel]

- **Balance of Payout (N-\$25,000)**

Remainder after deduction of the Chair Holder Allowance. As determined by the appropriate academic Vice Chancellor, this is used for some combination of academic year salary support for the chair holder and support for graduate students in the research area of the chair holder.

To assure parity between the scholarly payout from these Presidential Chairs and the scholarly payout from other endowed chairs, until the Matching Fund meets its payout goal of \$25,000 to the chair holder for scholarly support, the department/unit will provide gap funding. For example, if the first-year payout from Matching Fund is \$20,000, the department would contribute \$5,000 from other sources to provide scholarly support.



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Section: 230-191 **Appendix III**

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Appendix II: 2015 Chancellor’s Endowed Chair Challenge

In 2015, UC San Diego established the Chancellor’s Endowed Chair Challenge to expand the number of endowed chairs and fellowships available to support the recruitment and retention of quality faculty at both senior and junior levels. This program provides Chancellor match funding of \$500,000 after departments meet minimum donor funding requirements as an FFE in the Regents to augment the minimum donor investment.

A. Minimum Fund Requirements

| | |
|-----------------|-------------|
| General Campus | \$1,000,000 |
| Health Sciences | \$2,000,000 |
| Marin Sciences | \$2,000,000 |

Each endowed chair will also be funded with a \$500,000 Chancellor's match as an FFE in the Regents to augment the minimum donor investment.

B. Naming

These chairs will be called the “XXX (donor name) Chancellor's Endowed Chair in the Division/School YYY.”

C. Annual Payout (N)

a. Donor Fund

As determined by the appropriate academic Vice Chancellor, this is used for some combination of academic year salary support for the chair holder and support for graduate students in the research area of the chair holder.

- **Chair Holder Allowance** **\$25,000**

Scholarly allowance at discretion of chair holder [e.g., GCCP or Y component, grad or post-doc support, research support, scholarly travel]

- **Balance of Payout** **(N-\$25,000)**

Remainder after deduction of the Chair Holder Allowance. As determined by the appropriate academic Vice Chancellor, this is used for some combination of academic year salary support for the chair holder and support for graduate students in the research area of the chair holder.

- Any salary savings (including those from self-supporting programs) would revert to the appropriate academic Vice Chancellor. Current expenditure and stewardship policies for endowed chairs apply.

b. Matching Chancellor’s Fund (Regents FFE)

Payout must be used towards payment of the state-funded academic year salary of the chair holder, NOT summer salary, General Campus Compensation Plan (GCCP), or the Y component of Health Sciences Compensation Plan (HSCP). Salary savings revert to the appropriate Vice Chancellor.

***Departments are responsible for ensuring appropriate practices related to these commitments and should expect to report annually to the Dean and Office of Donor Stewardship on activities related to these chairs.

REVISION HISTORY

| | |
|---------------|--|
| April 2, 2020 | Technical edits to remove gendered language. |
| TBD | Current revisions |